



Employment Policies for the State of North Dakota

CONFLICTS OF INTEREST

Effective Date: 10/1/2018

The State of North Dakota, as the employer, must avoid any interest, influence or relationship that might conflict or appears to conflict with the interests of the State, or that might affect one's working judgement. Employees must avoid any situation in which their loyalty may be divided and promptly disclose any situation to their supervisor when an actual or potential conflict may exist. This policy applies to all employees regardless of status.

Conflict of Interest: Conflict between the duties assigned to the employee and the self-interest of the employee or the employee's immediate family. Examples of potential conflict situations include, but are not limited to:

- a. Ownership, a significant financial interest in, or other relationship with a supplier or vendor to the State.
- b. Having a financial interest in any business transaction with the State.
- c. Receipt of gifts of more than a nominal value.

Gifts: Tokens, meals and refreshments, entertainment, or other benefit of more than a nominal value (i.e., \$60).

Immediate family: Any member of the employee's immediate family, including a parent, spouse, child, sibling, grandparent, step- (parent, child, siblings), or in-laws (parent, child, and sibling).

Conflicts of interest will be avoided through open disclosure practices and corrective actions. An employee with a conflict must disclose the conflicting interest and remove themselves from any related negotiations, deliberations, or decisions; however, employees may state their position and respond to questions when their knowledge may be of assistance.

An employee may not accept or give anything of value for official position, opinion, or action or nonperformance of a legal duty or for purposes of attempting to influence any other public official or employee in the exercise of an official action. A "thing of value" does not mean a campaign contribution properly received and reported in accordance with NDCC 16.1-08.1.

Employees may accept meals and refreshments if they are infrequent, of nominal value, and in direct connection with State business.

If an employee receives a gift or a benefit of more than nominal value, the employee must report it promptly to their supervisor. The received item(s) must be then returned, shared or donated to a suitable charity.

Gifts may not be accepted if offered with the intent to directly or indirectly influence or give the impression of such influence.

Any employee who is determined to have violated this policy will be subject to disciplinary action up to and including termination of employment.

References: NDAC 4-12-04-04, NDCC 16.1-08.1, 54-44.4